

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



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## **State of Wisconsin Department of Corrections**

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March 20, 2017

Chief Patrick Mitchell  
West Allis Police Department  
11301 W. Lincoln Avenue  
West Allis, WI 53227

**RE: 2017 Annual Inspection, West Allis Municipal Lockup**

Dear Chief Mitchell:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the West Allis Municipal Lockup was conducted on February 24, 2017. This report summarizes the results of the annual inspection.

### **INSPECTION SUMMARY**

#### **Physical Environment 349.07**

The eight cells and adjacent booking area were inspected and they continue to be in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being recorded pursuant to 349.12(3)(5) on a monthly basis, with sanitary inspections occurring every week, which continues to be an excellent practice.

There is a need to replace two of the mattresses as they were found to be tearing and are old.

#### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

### **Health Care 349.09**

The West Allis Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being placed in a cell at the facility. Current West Allis procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by a supervisor.

West Allis continues to utilize a modified health screening form for all detainees being temporarily held in an interview room outside of the lockup, which also requires physical security checks to be documented. This is an excellent practice that allows for the continued safety and security of those individuals being detained.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the West Allis Fire Department was completed on 12/2/16. An evacuation route is posted and fire protection equipment, including self-contained breathing apparatuses, in place should the need arise.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the West Allis Municipal Lockup. Since the last annual inspection in 2016, no notifications have been made to this office regarding an unusual occurrence. All information is promptly provided to this office upon request. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

As noted earlier, the facility was found in compliance of DOC 349.12(3)(5) Security Reporting, as records are being obtained for all monthly inspections. Cell checks are also being completed and documented as required. A review of completed booking sheets found that physical security checks are generally being conducted and documented approximately [REDACTED] minutes for adults. As an annual reminder, please ensure that staff completes their physical security checks at irregular intervals for safety and security purposes.

### **Detention of Juveniles 349.21**

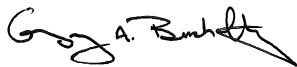
Your Department has submitted policies and procedures as outlined in DOC 349.21 to hold juveniles. A review of the juvenile booking forms and files found that they are being kept separate from adults. Physical security checks of juveniles being detained are occurring approximately [REDACTED] minutes. However, there were a number of checks reviewed that showed physical security checks being completed beyond the 20 minute requirement. Please ensure that staff is aware of the timeframe difference between checks for adults and juveniles. Sight and sound separation between adults and juveniles is also being maintained.

### **Approval**

The West Allis Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Captain Chad Evenson for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,



Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Dan Devine, Mayor  
Captain Chad Evenson  
Kristi Dietz, ODF Director  
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